CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code Ø779647Ø3O)
DEPUTY INFORMATION TECHNOLOGIES DIRECTOR
APPROXIMATE MONTHLY SALARY RANGE: $6,984 to $11,641

OPENING DATE: **March 12, 2007 at 8 a.m.**
FILING DEADLINE: **March 23, 2007 at 4:30 p.m.**

LAS VEGAS CITY COUNCIL
MAYOR OSCAR B. GOODMAN
MAYOR PRO-TEM GARY REESE
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CITY MANAGER
DOUGLAS A. SELBY
DIRECTOR OF HUMAN RESOURCES
F. CLAUDETTE ENUS

(Please attach a copy of any required license(s), certificate(s) and/or degree to your application)

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Deputy Information Technologies Director/CIO. This is an Appointive (Non-Civil Service) position. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Equivalent to a Bachelor's degree from an accredited college or university with a major in management information systems, computer science or a related field. Five years of increasingly responsible experience in business and systems analysis, design and computer programming, and business and systems operations, including two years of administrative and managerial responsibility.

SELECTION PROCESS: Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. **The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview.** *Final candidate selection will include hiring interview (if applicable).* Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Manage assigned employees, services and activities of the Information Technologies Department, which may include project Coordination, quality assurance, policy generation, the Geographic Information System (GIS), programming and analysis, operations (enterprise level servers, mainframe, networks, network software, microcomputer support), and communications (telecommuting, VOIP intranet, internet, conductivity, communications hardware) functions; recommend and administer policies and procedures. Assist the Director with managing the development and implementation of department goals, objectives, policies and priorities for assigned service area. Assist the Director with establishing, within city policy, appropriate service and staffing levels; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; allocating resources accordingly. Assist the Director with planning, directing and coordinating, through subordinate managers, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems. Assist the Director with assessing and monitoring work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes. Jointly select managerial, supervisory, professional, technical and support staff and ensure effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate managers; work with staff to establish work priorities and schedules; encourage and provide for staff training and professional development; interpret city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development. Conduct a variety of organizational and operational studies and investigations; recommend modifications to information technologies programs, policies and procedures as appropriate. Ensure compliance with city policies and procedures pertaining to information technologies. Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Explain, justify and defend all department programs, policies and activities; negotiate and resolve sensitive and controversial issues. Represent the department to other city departments, elected officials and outside agencies; coordinate department activities with other departments and outside agencies and organizations. Provide staff assistance to the Director; participate on a variety of boards, commissions and committees at the request of the Director; prepare and present staff reports and other necessary correspondence. Provide staff support to assigned boards and commissions. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information technologies. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

SEE NEXT PAGE FOR MORE INFORMATION

PHONE (702) 229-6315 • FAX NO. (702) 385-1259 •OPEN JOB INFORMATION (702) 229-6346 PROMOTIONAL JOB LINE (702) 229-4747 •TTY (702) 386-9108
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GK:mjd 3/9/2007

DEPUTY INFORMATION TECHNOLOGIES DIRECTOR
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You may be evaluated on your:

Knowledge of: Operations, services and activities of a corporate information technologies program. Current principles, methods, practices and trends of information technologies. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Advanced principles and procedures of computer systems and related equipment. Modern and complex principles and practices of computer systems design. Principles and procedures of computer programming and planning. Personal computer hardware and software products, principal equipment and their interface with a mainframe. Principles and practices of municipal budget preparation and administration. Advanced principles of supervision, training and performance evaluation. Pertinent federal, state and local laws, codes and regulations.

Ability to: Delegate authority and responsibility. Identify and respond to community and City Council issues, concerns and needs. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; and operating assigned equipment.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.

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